

## 062986 - FIRE RESOURCE COORDINATOR

### Minimum Qualifications:

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to three years of full-time work in one or a combination of the following: wildland firefighting, resource dispatching, resource inventory control, administrative database management or related acceptable field. OREducation and Experience: Graduation from an accredited college or university with an associate's degree in Homeland Security, Emergency Management, or Fire Science and experience equivalent to one year of full-time work in one or a combination of the following: wildland firefighting, resource dispatching, resource inventory control, administrative database management or related acceptable field.

### Other Requirements:

Necessary Special Qualifications: Applicants for this class must:1. Possess and maintain a valid vehicle operator's license in some positions;2. Complete core curriculum of Fire Resource Coordinator Orientation within the first 12 months of hire. Examination Method: Education and Experience, 100%, for Preferred Service positions.

### Job Overview:

Summary: Under general supervision, performs general coordination and accountability of all district resources of routine difficulty; and performs related work as required. Distinguishing Features: An employee in this class performs a wide variety of coordination work regarding district resources in relation to all hazard incidents. This class differs from that of a Forestry Technician in that an employee of the latter performs supervisory wildland fire detection/suppression and conservation work of average difficulty.

### Work Activities:

Generates district fire danger level report through the use of information provided by the Weather Information Management System and National Weather Service. Provides reports and updates a database regarding all hazard incidents. Serves as communication liaison between necessary internal and external entities. Receives daily fire weather reports and sends reports to Nashville offices. Receives and requests resources for assistance from other agencies (e.g., 911, County Sheriffs' Offices, Volunteer Fire Departments, TEMA, USFS, and NPS) regarding all hazard incidents. Dispatches appropriate personnel and equipment available within county or districts to aid in hazard incidents. Responsible for monitoring and maintaining all active hazard incidents in the district and keeps legible physical and electronic records of incident timelines, resource location, and resource allocations. Activates aircraft when appropriate, receives information from aircraft spotter on smokes and active fires, and dispatches appropriate response team. Maintains district level resource availability and coordinates crews/overhead for out-of-state incidents. Validates data accuracy for all district fire reports. Ensures adequate cache stocking level to support district operations. Orders supplies and issues equipment to district personnel. Coordinates training for district personnel and interagency cooperators and maintains training records. Administers Work Capacity Test (WCT) for district personnel. May oversee aspects of the district safety program.

### Competencies (KSA's):

Competencies: Action Oriented	Composure	Customer Focus	Decision Quality
Ethics and Values	Functional/Technical Competency	Informing	Organizational Agility
Patience	Timely Decision Making	Knowledge: Administration and Management	Customer and
Personal Service	Education and Training	Geography	Law and Government
Mechanical	Personnel and Human Resources	Public Safety and Security	
Telecommunications	Transportation	Skills: Active Learning	Active Listening
Coordination	Equipment Selection	Judgment and Decision Making	Management of

TN Job Classification Specifications as of June 23, 2021

Material Resources	Monitoring	Speaking	Time Management	Writing
Abilities: Auditory Attention	Deductive Reasoning	Inductive Reasoning		Information
Ordering	Memorization	Number Facility	Perceptual Speed	Problem Sensitivity
Spatial Orientation	Speed of Closure			

**Tools and Equipment Used:**

Computer	Telephone	Fax Machine	Printer/Copier/Scanner	Projector
Smart Phone	Safety Equipment/Tools	Motor Vehicles	Training Props	Radio
Equipment	GPS Database Software	Camera	Microsoft Applications	